

***COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES INC.***

POSITION VACANCY

DATE: September 1, 2022

JOB TITLE: Fiscal Officer

CLOSING DATE: Continuous

BEGINNING SALARY: Negotiable

QUALIFICATION STATEMENT: THE APPLICANT MUST POSSESS:

Bachelor's Degree in Accounting, Finance, Business Administration, or related field. Professional work experience may be substituted for formal education

Minimum of three years of professional level accounting experience including the areas of general accounting, fixed assets, depreciation, and agency tax reporting

Working knowledge of all related tax legislation and regulations

Proficiency with spreadsheet and word processing programs

Must demonstrate strong written, verbal, analytical and interpersonal skills

Ability to work as a member of a team

Ability to relate well to people from a variety of racial, ethnic, cultural, and socioeconomic backgrounds

Ability to delegate authority as appropriate

Ability to gather and analyze data and produce concise reports and recommendations

Must have some understanding of, and the ability to apply basic management techniques

Must possess a valid driver's license

A complete Position Description and an application may be picked up at the CAPHMLC office – 3516 Stringfield Road, Huntsville, AL 35810 or website: www.caa-htsval.org

Applications and resumes may be emailed to rgoodridge@caa-htsval.org

APPLICATIONS ARE ACCEPTED ONLY. NO PHONE CALLS PLEASE.

“An Equal Opportunity Employer”